

# CLECKHEATON FOODBANK

England & Wales · Charity number 1198915

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2022-05-11

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** c/o CLECKHEATON METHODIST CHURCH  
Mortimer Street  
Cleckheaton  
BD19 5AR

**Phone** 07955732598

**Email** [cleckheatonfoodbank@gmail.com](mailto:cleckheatonfoodbank@gmail.com)

**Website** <https://cleckheatonfoodbank.weebly.com/>

## Activities

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**Objects:** THE OBJECTIVES OF THE CIO ARE THE PREVENTION OF OR RELIEF FROM POVERTY AND HARDSHIP AMONG PEOPLE LIVING IN CLECKHEATON AND SURROUNDING AREA, PARTICULARLY BUT NOT EXCLUSIVELY BY THE PROVISION OF EMERGENCY PARCELS OF FOOD AND OTHER NECESSARY CONSUMER GOODS REQUIRED BY INDIVIDUALS AND FAMILIES IN NEED.

**Activities:** We provide emergency food and other essential to people in need in Cleckheaton and the surrounding area.

## Classification

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- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Disability, The Prevention Or Relief Of Poverty

## Geography

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- Kirklees

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£46,180	£45,198	-	-
2024-03-31	£26,869	£34,033	-	-
2023-03-31	£47,309	£25,566	-	-

## Trustees

Name	Role	Appointed
<b>Josephine Pugsley</b>	Chair	2021-12-15
Janet Balmforth		2023-10-07
Philip Greenwood		2026-01-23
Rev Marian Olsen		2021-12-17
Stephen Dinsmore		2022-09-29

**CLECKHEATON FOODBANK**

England & Wales - Charity number 1198915

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# Accounts

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# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	01	April	2024		31	March	2025

## Section A Reference and administration details

**Charity name**

Cleckheaton Foodbank

**Other names charity is known by**

**Registered charity number (if any)**

1198915

**Charity's principal address**

Cleckheaton Methodist Church  
 Mortimer Street  
 Cleckheaton  
**Postcode** **BD19 5AR**

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1				
2	Josie Pugsley	Chair of Trustees		
3	Janet Balmforth			
4	Stephen Dinsmore	Treasurer		
5	Marian Olsen			
6	Sally Wallace			
7				
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15				
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18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

## Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	CIO Foundation Constitution adopted 21 October 2021
How the charity is constituted (eg. trust, association, company)	Foundation CIO
Trustee selection methods (eg. appointed by, elected by)	Appointed by Trustee committee for a term of 3 years by a resolution at a properly constituted meeting.

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The charity operates in several teams of volunteers who perform different functions. For example there is a client liaison team which deals with referrals and requests for help, and each session at the foodbank is run by a regular team under a session leader. All volunteers receive an induction and are given access to all policies and procedures that the charity has in place, such as health and safety, equalities, safeguarding, food safety etc.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

The prevention or relief from poverty and hardship among people living in Cleckheaton and surrounding area, particularly but not exclusively by the provision of emergency parcels of food and other necessary consumer goods required by individuals and families in need.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The Trustees have had regard to the guidance issued by the Charity Commission on public benefit when planning activities.

The charity's main activity is running an emergency foodbank. Anyone in need can refer themselves and we also receive referrals from local agencies. A referral form is completed by the client liaison volunteer on duty that day or by the referrer from an agency and beneficiary details are stored on a secure spreadsheet.

The foodbank operates on 3 days per week when teams of volunteers pack and deliver parcels to beneficiaries at their homes.

Information packs on where beneficiaries can find further help on such matters as debt, longer term food support, benefits and job seeking are included with the first parcel that a beneficiary receives and on occasions a client liaison volunteer refers a beneficiary directly to another agency.

These activities help relieve poverty and hardship by enabling beneficiaries to feed themselves and their families. They also help people move on to longer term solutions once the immediate crisis is resolved. We normally limit the number of parcels a beneficiary can receive to 6 within a 6 month period.

**Additional details of objectives and activities (Optional information)**

We have a fantastic team of about 50 volunteers who fulfil varying roles and Trustees are very grateful to all of them. The foodbank could not run without the time, skills, energy and dedication of all our volunteers.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

The charity has been able to support all those who have come to us for help during the year thanks to our generous local supporters who continue to bring us donations in kind, and all our funders who have shown their support and their trust in us by making grants to us.

We distributed a total of 1875 parcels during the period of this report, an increase over the previous year of 15%. This represents approximately 450 separate households which is an increase of 13%.

We have continued to attract a fantastic group of volunteers without whom none of this could have been achieved and have become established in our local community and are now well known and respected by local people.

## Section E Financial review

**Brief statement of the charity's policy on reserves**

We aim never to go below reserves of 6 months running costs

**Details of any funds materially in deficit**

none

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The highest percentage of our income is grants from various sources, supplemented by individual donations and gifts in kind (food).

93% of our expenditure this year was on food which was then delivered to our beneficiaries thus relieving poverty.


## Section F Other optional information

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## Section G Declaration

The trustees declare that they have approved the trustees' report above.

**Signed on behalf of the charity's trustees**

<b>Signature(s)</b>		
<b>Full name(s)</b>	Josephine Pugsley	
<b>Position (eg Secretary, Chair, etc)</b>	Chair	

Date



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Cleckheaton Foodbank

1198915

## Receipts and payments accounts

CC16a

For the period  
from

01/04/2024

To

31/03/2025

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations	46,180	-	-	46,180	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>46,180</b>	<b>-</b>	<b>-</b>	<b>46,180</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>46,180</b>	<b>-</b>	<b>-</b>	<b>46,180</b>	<b>-</b>
<b>A3 Payments</b>					
Food	41,921	-	-	41,921	-
Rent	1,570	-	-	1,570	-
Insurance	314	-	-	314	-
Phone	326	-	-	326	-
Stationary	457	-	-	457	-
Bank Charges	95	-	-	95	-
Nimbox	115	-	-	115	-
Repairs	75	-	-	75	-
Laptop / software	225	-	-	225	-
Volunteers Event	100	-	-	100	-
<b>Sub total</b>	<b>45,198</b>	<b>-</b>	<b>-</b>	<b>45,198</b>	<b>-</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>45,198</b>	<b>-</b>	<b>-</b>	<b>45,198</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>983</b>	<b>-</b>	<b>-</b>	<b>983</b>	<b>-</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>34,617</b>	<b>-</b>	<b>-</b>	<b>34,617</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>35,600</b>	<b>-</b>	<b>-</b>	<b>35,600</b>	<b>-</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>		35,600	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>35,600</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Cleckheaton Food Bank

**On accounts for the year  
ended**

31<sup>st</sup> March 2025

**Charity no  
(if any)**

1198915

**Set out on pages**

*(remember to include the page numbers of additional sheets)*

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 03 / 2023**.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

**Date:**

30<sup>th</sup> December 2025

**Name:**

Adam Driver ACMA CGMA

**Relevant professional  
qualification(s) or body  
(if any):**

Chartered Institute of Management Accountants

**Address:**

15 Victoria Avenue, Ilkley LS29 9BL

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

**CLECKHEATON FOODBANK**

England & Wales - Charity number 1198915

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# Accounts

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# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	01	April	2023		31	March	2024

## Section A Reference and administration details

**Charity name** Cleckheaton Foodbank

**Other names charity is known by**

**Registered charity number (if any)** 1198915

**Charity's principal address**

Cleckheaton Methodist Church  
 Mortimer Street  
 Cleckheaton  
**Postcode** BD19 5AR

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1				
2	Josie Pugsley	Chair of Trustees		
3	Janet Balmforth		07 October 2023 onwards	
4	Stephen Dinsmore	Treasurer		
5	Marian Olsen			
6	Sally Wallace			
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19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

CIO Foundation Constitution adopted 21 October 2021

How the charity is constituted  
(eg. trust, association, company)

Foundation CIO

Trustee selection methods  
(eg. appointed by, elected by)

Appointed by Trustee committee for a term of 3 years by a resolution at a properly constituted meeting.

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The charity operates in several teams of volunteers who perform different functions. For example there is a client liaison team which deals with referrals and requests for help, and each session at the foodbank is run by a regular team under a session leader. All volunteers receive an induction and are given access to all policies and procedures that the charity has in place, such as health and safety, equalities, safeguarding, food safety etc.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

The prevention or relief from poverty and hardship among people living in Cleckheaton and surrounding area, particularly but not exclusively by the provision of emergency parcels of food and other necessary consumer goods required by individuals and families in need.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The Trustees have had regard to the guidance issued by the Charity Commission on public benefit when planning activities.

The charity's main activity is running an emergency foodbank. Anyone in need can refer themselves and we also receive referrals from local agencies. A referral form is completed by the client liaison volunteer on duty that day or by the referrer from an agency and beneficiary details are stored on a secure spreadsheet.

The foodbank operates on 3 days per week when teams of volunteers pack and deliver parcels to beneficiaries at their homes.

Information packs on where beneficiaries can find further help on such matters as debt, longer term food support, benefits and job seeking are included with the first parcel that a beneficiary receives and on occasions a client liaison volunteer refers a beneficiary directly to another agency.

These activities help relieve poverty and hardship by enabling beneficiaries to feed themselves and their families. They also help people move on to longer term solutions once the immediate crisis is resolved. We normally limit the number of parcels a beneficiary can receive to 6 within a 6 month period.

**Additional details of objectives and activities (Optional information)**

We have a fantastic team of about 50 volunteers who fulfil varying roles and Trustees are very grateful to all of them. The foodbank could not run without the time, skills, energy and dedication of all our volunteers.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

The charity has been able to support all those who have come to us for help during the year thanks to our generous local supporters who continue to bring us donations in kind, and all our funders who have shown their support and their trust in us by making grants to us.

We distributed a total of 1597 parcels during the period of this report. This represents approximately 400 separate households.

We have continued to attract a fantastic group of volunteers without whom none of this could have been achieved and have become established in our local community and are now well known and respected by local people.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

We aim never to go below reserves of 3 months running costs

**Details of any funds materially in deficit**

none

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The highest percentage of our income is grants from various sources, supplemented by individual donations and gifts in kind (food).

91% of our expenditure this year was on food which was then delivered to our beneficiaries thus relieving poverty.

## Section F

## Other optional information

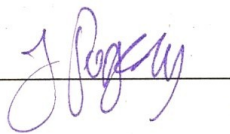
## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Josephine Pugsley

Position (eg Secretary, Chair, etc)

Chair

**Date** 13 December 2024



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Cleckheaton Foodbank

1198915

## Receipts and payments accounts

CC16a

For the period  
from

4/1/2023

To

3/31/2024

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Donations	26,869	-	-	26,869	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>26,869</b>	<b>-</b>	<b>-</b>	<b>26,869</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>26,869</b>	<b>-</b>	<b>-</b>	<b>26,869</b>	<b>-</b>
<b>A3 Payments</b>					
Food	30,540	-	-	30,540	-
Rent	1,570	-	-	1,570	-
Insurance	297	-	-	297	-
Fridge	90	-	-	90	-
Phone	153	-	-	153	-
Event	117	-	-	117	-
Stationary	487	-	-	487	-
Bank charges	74	-	-	74	-
Nimbox	96	-	-	96	-
Toilet Roll	36	-	-	36	-
Carrier Bags	73	-	-	73	-
Hampers	500	-	-	500	-
<b>Sub total</b>	<b>34,033</b>	<b>-</b>	<b>-</b>	<b>34,033</b>	<b>-</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>34,033</b>	<b>-</b>	<b>-</b>	<b>34,033</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>- 7,164</b>	<b>-</b>	<b>-</b>	<b>- 7,164</b>	<b>-</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>- 7,164</b>	<b>-</b>	<b>-</b>	<b>- 7,164</b>	<b>-</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash in Bank	34,617	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>34,617</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
<b>B2 Other monetary assets</b>	<b>Details</b>	to nearest £	to nearest £	to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	<b>Details</b>	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	<b>Details</b>	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Stephen Dinsmore	9/23/2024	



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Cleckheaton Food Bank

**On accounts for the year  
ended**

31st March 2024

**Charity no  
(if any)**

1198915

**Set out on pages**

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

**Date:**

3rd December 2024

**Name:**

Adam Driver ACMA CGMA

**Relevant professional  
qualification(s) or body  
(if any):**

Chartered Institute of Management Accountants

**Address:**

16 Greenfields Way, Burley in Wharfedale, Ilkley, LS29 7RB

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

**CLECKHEATON FOODBANK**

England & Wales - Charity number 1198915

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# Accounts

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# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	11	May	2022		31	March	2023

## Section A Reference and administration details

<b>Charity name</b>	Cleckheaton Foodbank
<b>Other names charity is known by</b>	
<b>Registered charity number (if any)</b>	1198915
<b>Charity's principal address</b>	Cleckheaton Methodist Church
	Mortimer Street
	Cleckheaton
	<b>Postcode</b> <b>BD19 5AR</b>

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Brunel James	Chair of Trustees	Chair until 26 January 2023	
2	Josie Pugsley	Chair of Trustees	Became Chair 26 January 2023	
3	Alan Littlewood	Treasurer	11 May 2022 – 29 September 2022	
4	Stephen Dinsmore	Treasurer	From 29 September 2022	
5	Marian Olsen			
6	Sally Wallace			
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16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year


**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

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**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	CIO Foundation Constitution adopted 21 October 2021
How the charity is constituted (eg. trust, association, company)	Foundation CIO
Trustee selection methods (eg. appointed by, elected by)	Appointed by Trustee committee for a term of 3 years by a resolution at a properly constituted meeting.

**Additional governance issues (Optional information)**

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>The charity operates in several teams of volunteers who perform different functions. For example there is a client liaison team which deals with referrals and requests for help, and each session at the foodbank is run by a regular team under a session leader.</p> <p>All volunteers receive an induction and are given access to all policies and procedures that the charity has in place, such as health and safety, equalities, safeguarding, food safety etc.</p>
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**Section C Objectives and activities**

**Summary of the objects of the charity set out in its governing document**

The prevention or relief from poverty and hardship among people living in Cleckheaton and surrounding area, particularly but not exclusively by the provision of emergency parcels of food and other necessary consumer goods required by individuals and families in need.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The Trustees have had regard to the guidance issued by the Charity Commission on public benefit when planning activities.

The charity's main activity is running an emergency foodbank. Anyone in need can refer themselves and we also receive referrals from local agencies. A referral form is completed by the client liaison volunteer on duty that day or by the referrer from an agency and beneficiary details are stored on a secure spreadsheet.

The foodbank operates on 3 days per week when teams of volunteers pack and deliver parcels to beneficiaries at their homes.

Information packs on where beneficiaries can find further help on such matters as debt, longer term food support, benefits and job seeking are included with the first parcel that a beneficiary receives and on occasions a client liaison volunteer refers a beneficiary directly to another agency.

These activities help relieve poverty and hardship by enabling beneficiaries to feed themselves and their families. They also help people move on to longer term solutions once the immediate crisis is resolved.

**Additional details of objectives and activities (Optional information)**

We have a fantastic team of about 50 volunteers who fulfil varying roles and Trustees are very grateful to all of them. The foodbank could not run without the time, skills, energy and dedication of all our volunteers.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

The charity has been able to support all those who have come to us for help during the year thanks to our generous local supporters who continue to bring us donations in kind, and all our funders who have shown their support and their trust in us by making grants to us.

We distributed a total of 1,521 parcels during the period of this report. This represents approximately 500 separate households.

We have continued to attract a fantastic group of volunteers without whom none of this could have been achieved and have become established in our local community and are now well known and respected by local people.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

We aim never to go below reserves of 3 months running costs

**Details of any funds materially in deficit**

none

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The highest percentage of our income is grants from various sources, supplemented by individual donations and gifts in kind (food).

93% of our expenditure is on food which is then delivered to our beneficiaries thus relieving poverty.

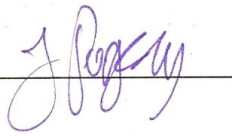
**Section F Other optional information**

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**Section G Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Josephine Pugsley	
<b>Position (eg Secretary, Chair, etc)</b>	Chair	
<b>Date</b>	16 December 2023	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Cleckheaton Foodbank 1198915

## Receipts and payments accounts

CC16a

For the period from 5/11/2022 To 3/31/2023

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Donations	47,309	-	-	47,309	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>47,309</b>	<b>-</b>	<b>-</b>	<b>47,309</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>47,309</b>	<b>-</b>	<b>-</b>	<b>47,309</b>	<b>-</b>
<b>A3 Payments</b>					
Food	21,989	-	-	21,989	-
Rent	1,430	-	-	1,430	-
Insurance	262	-	-	262	-
Fridge	240	-	-	240	-
Phone	138	-	-	138	-
Hardship payments	703	-	-	703	-
Stationary	192	-	-	192	-
Bank charges	59	-	-	59	-
Surf Shack	15	-	-	15	-
Nimbox	19	-	-	19	-
<b>Sub total</b>	<b>25,048</b>	<b>-</b>	<b>-</b>	<b>25,048</b>	<b>-</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>25,048</b>	<b>-</b>	<b>-</b>	<b>25,048</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>22,261</b>	<b>-</b>	<b>-</b>	<b>22,261</b>	<b>-</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
<b>Cash funds this year end</b>	<b>22,261</b>	<b>-</b>	<b>-</b>	<b>22,261</b>	<b>-</b>

# Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash in bank	41,782	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	41,782	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval
		Stephen Dinsmore		9/6/2023



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Cleckheaton Food Bank

**On accounts for the year  
ended**

31<sup>st</sup> March 2023

**Charity no  
(if any)**

1198915

**Set out on pages**

*(remember to include the page numbers of additional sheets)*

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 03 / 2023**.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

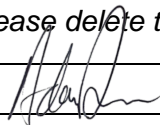
I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**



**Date:**

2<sup>nd</sup> October 2023

**Name:**

Adam Driver ACMA CGMA

**Relevant professional  
qualification(s) or body  
(if any):**

Chartered Institute of Management Accountants

**Address:**

16 Greenfields Way, Burley in Wharfedale, Ilkley LS29 7RB

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**